- **Drag Mode** – opens a submenu for selecting which action is performed when dragging and dropping an object from the Navigator into a document. Depending on the mode you select, the icon indicates whether a hyperlink, a link, or a copy is created.

  – *Insert as Hyperlink* – hyperlinks the entire item.

  – *Insert as Link* – links the copied item to the original item so that when the original item is changed, that change will be reflected in the current document.

  – *Insert as Copy* – inserts a copy of the selected item.

> ### Tip
>
> Ranges, scenarios, pictures, and other objects are much easier to find if you have given them informative names when creating them, instead of keeping the default Calc names, for example Scenario 1, Image 1, Image 2, Object 1, and so on. These default names may not correspond to the position of the object in the document.

Using document properties

To open the Properties dialog for a document, go to **File > Properties** on the Menu bar. The Properties dialog provides information about the spreadsheet and allows you to set some of its properties. The dialog is shown in Figure 23 and its tabs are described below.
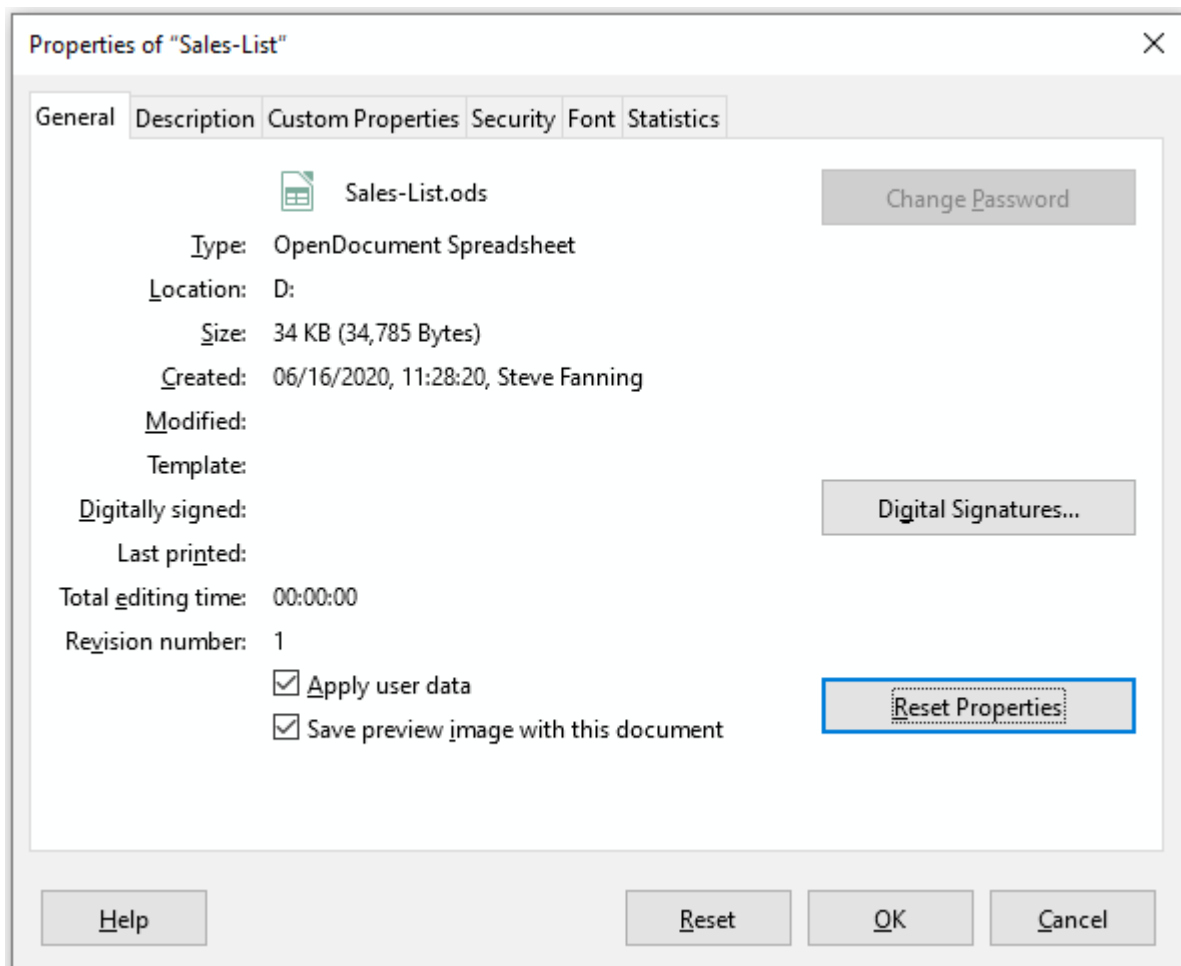

Figure 23: Properties dialog, General tab